



Applying for Jobs in USA Staffing

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Office of the Chief Human Capital Officer



Topics

- Applicant Changes in USA Staffing
- Applying to USAJobs
- Retrieving Documents from eOPF
- USA Staffing - Applying for Positions and Uploading Documents
- Useful Links



Changes in USA Staffing

- Applicants can use USAJobs Resume Builder or an uploaded resume
- Must answer eligibility questions, as well as job-specific assessment questionnaire
- In addition to a resume, must include required eligibility documents such as:
 - Certifications and/or unofficial transcripts
 - SF-50, Notification of Personnel Action
 - Veteran Documentation (for claiming veteran's preference or VEOA eligibility)
 - Disability Documentation (if claiming use of a disability hiring authority)
 - ICTAP/CTAP Documentation [only applies if you have been displaced through a Reduction in Force (RIF) action]



Applying for Positions

- Now that NASA is no longer using NASA Stars, there are changes in the application process
- It is recommended you watch USAJobs' resume tutorials on either the USAJobs Home Page
<https://www.usajobs.gov/Help/how-to/>
or [YouTube Channel](#)



USAJOBS is using login.gov to allow you to sign in to your account safely and securely.

Email address

Password

☐ Show password

Sign in

Create an account

On this screen either sign in to your existing USAJobs account or create an account to apply for a position.



Overview

Locations

Duties

Requirements

Required Documents

Benefits

Program Analyst

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

[Headquarters, NASA](#)

Describes who is eligible to apply for position

Example of Job Announcement in USA Jobs

Overview

Accepting applications

Open & closing dates

🕒 02/19/2021 to 03/04/2021

Pay scale & grade

GS 14

Service

Competitive

Salary

\$108,885 to \$141,548 per year

Salary is based on the "Rest of the US" pay table. Actual salary will be based on the duty location of the selectee.

Click here to apply to vacancy

This job is open to

[Internal to an agency.](#)

Current federal employees of this agency.

[Career transition \(CTAP, ICTAP, RPL\)](#)

Federal employees who meet the definition of a "surplus" or "displaced" employee.

[Apply](#)

Print

Share

Save



Type here to search

11:18 AM
2/19/2021

Vacancy Announcement - Required Documents



- Previously, NASA did not require applicants to submit documents with their application
- Documents are now required, and vary based on the hiring authority used
- Pay special attention to the required documents section of the job announcement, as not submitting documentation may result in you not being found qualified for the position for which you are applying

Required Documents

A complete application package includes a resume, required documents and completion of the vacancy announcement questionnaire. Please see this guidance: [What to include in your resume](#). Your resume should describe your specialized experience and support your answers to the vacancy announcement questionnaire

The following documents are required:

Resume

SF-50/ Notification of Personnel Action

Transcript

There may be other supporting documents (licenses, certification, veterans preference, transcripts, etc.), depending on your answers to the questionnaire and job announcement description, that you may have to submit, please verify your application.

If you are a surplus or displaced employee (CTAP and ICTAP), submit proof that you meet the requirements for CTAP/ICTAP. This includes copies of your agency notice, most recent Performance Rating and most recent Notification of Personnel Action (SF-50) noting current position, grade level, and duty location.

If you are a veteran and you are claiming veterans' preference, you must submit a DD214, Certificate of Release from Active Duty, which shows dates of service and discharge under honorable conditions. For more information on veterans' preference and possible other supporting documents that you may have to submit, please visit [FedshireVets](#)


If you do not submit a transcript, we will not use your education when deciding if you're qualified for the job and you may lose consideration.


Official documents are required at the time of appointment for verification of eligibility and qualifications.


Select the document(s) that you want to submit as part of your application. You can review the required document(s) for this job by selecting the "Documents" button.

If the document you want to submit is not available you can upload it by selecting "Add Document". Any documents added or deleted on this step will be reflected in your account. USAJOBS stores up to ten documents, so you may need to delete an existing document to upload a new one.

Your Documents







On this screen you can select existing document(s) you have previously uploaded or scroll down to upload a new document. Examples of documents you will be required to submit are latest SF-50, school transcripts (if position requires a degree). *You may upload multiple documents to your application.*

Continue Application with Agency

☒ * I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).

[Continue to Agency Site](#)

You will leave USAJOBS and be sent to the Headquarters, NASA application system once you select "Continue to Agency Site."

You will submit your application once you have completed all the agency specific requirements.

Once you have uploaded your resume and any required documents, click here. This will take you to the NASA system to complete your application.

Eligibility Questions

Applicants must answer each of these questions.



4. Are you a current NASA federal employee serving on a career or a career-conditional appointment?



☐ A. Yes

☐ B. No

If block 34 indicates “1” and block 24 is coded as “1” or “2” on your SF-50, then you are a career or career-conditional employee. You should answer “Yes” to question #4.

5. Are you a current NASA federal employee on a competitive service appointment whose:

- Current grade is the same or greater than the promotion potential listed in the announcement?

OR

- Current promotion potential is the same or greater than the promotion potential listed in the announcement?

☐ A. Yes

☐ B. No

Note: GS employees on a Term (time-limited) or Excepted Service appointment are not career or career-conditional.

If you are not sure of your current promotion potential, you can find this on the SF-50 that documents placement in your current position.



Documents to Support Eligibility

⚠ Required Documents

Based on your responses to the questions on the Eligibilities page, you will now be required to attach the following supporting documents to the application's Documents page prior to application submission.

SF-50/ Notice of Personnel Action: Documents your service in the Federal workforce. More than one SF-50 may be required to determine eligibility.

Please be sure to review the Required Documents section of the Job Opportunity Announcement to ensure that you provide all expected supporting documents for this application. Please note that:

- You may have been asked to submit a recent performance appraisal when declaring an eligibility based on current or previous government service.

The system will remind you to submit certain documentation based on your eligibility responses. **You will have the opportunity to attach documents later in the application process.**



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Eligibility Questions

Eligibilities

These are questions that NASA asks to determine your eligibility for the position to which you are applying.



You must answer each of these questions.

1. Are you a current or former federal employee who meets the definition of a "surplus" or "displaced employee (for example, you are a current or former career or career conditional competitive service employee who has received official notice that your job is no longer needed or that you will lose your job by Reduction-in-Force (RIF)) that meets all of the following conditions:

- You are located in the same local commuting area of the advertised position; AND,
- The advertised position is at or below the grade level of the position from which you were or will be separated; AND,
- The advertised position does not have greater promotion potential than the position from which you were or will be separated; AND,
- Your last performance rating of record is at least fully successful or the equivalent?

For more information on qualifying conditions for CTAP you may go to: [The Employee's Guide to Career Transition \(opm.gov\)](#)

- ☐ A. Yes
- ☐ B. No

2. Are you a current NASA federal employee serving on a NASA term appointment that provides eligibility to convert to a permanent appointment?

- ☐ A. Yes
- ☐ B. No

3. Are you a current NASA federal employee serving on a Schedule A appointment for individuals with disabilities?

- ☐ A. Yes
- ☐ B. No



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Assessment Questionnaire

- Once you've completed the eligibility questions, you will be required to complete an assessment questionnaire
- Job-specific questions, based on the competencies identified for the position
- Based on your experience, you will answer "A" through "E" for each assessment question

- ☐ A. I have no experience in performing this work behavior, but I am willing to learn.
- ☐ B. I have limited experience in performing this work behavior. I have had exposure to this work behavior but would require additional guidance, instruction, or experience to perform it at a proficient level.
- ☐ C. I have experience performing this work behavior across routine or predictable situations with minimal supervision or guidance.
- ☐ D. I have performed this work behavior independently across a wide range of situations. I have assisted others in carrying out this work behavior. I seek guidance in carrying out this work behavior only in unusually complex situations.
- ☐ E. I am considered an expert in carrying out this work behavior. I advise and instruct others in carrying out this work behavior on a regular basis. I am consulted by my colleagues and/or supervisors to carry out this work behavior in unusually complex situations.



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Assessment Questionnaire

- If you respond “E” for any question (indicating you are an expert), you will be required to indicate where in your resume this experience is addressed

Verification

20. For each response of "E" above, provide the question number and indicate what position on your resume supports this response. If you do NOT respond to this question with a complete answer, your application will be considered incomplete and you may be removed from consideration for this position. Responses such as "See resume" or "See attached" will NOT be accepted as a complete response. Enter N/A if NOT applicable.



Assigning Your Documents

Documents

Please assign the supporting documents you imported from USAJOBS to the appropriate document types listed below. If the document you need was not imported from USAJOBS, you may upload it directly into this application.

You **MUST** assign at least one supporting document for each **required** document type in order to submit your application. Any available documents that are not assigned to an Accepted Document type will **NOT** be submitted as part of your application.

Note: Some documents may be designated as **required** based on your responses to the questions in the "Eligibilities" section of this application. If you do not possess one or more of the required documents below, please review [your answers](#) to determine if your responses are accurate.

Accepted Documents	Available Documents
Resume (required)	<input type="text"/>
SF-50/ Notification of Personnel Action (required)	<input type="text"/>
Transcript (required)	<input type="text"/>
DD-214/ Statement of Service	<input type="text"/>
Disability Letter (Schedule A)	<input type="text"/>
Disability Letter (VA)	<input type="text"/>
License	<input type="text"/>
Performance Appraisal	<input type="text"/>
Proof of Marriage Status	<input type="text"/>
Reasonable Accommodation Documentation	<input type="text"/>
Separation Notice (RIF)	<input type="text"/>
SF-15	<input type="text"/>

- After completing the assessment questions, you will be taken to the “Documents” tab of the application process
- At this point, you will click on the dropdown menu and select the documents you previously uploaded to your USA Jobs profile
- Select the appropriate document(s) for each applicable dropdown
- At the bottom of this screen, you may also upload a document that was not uploaded previously

****Note: You may upload multiple documents to the “Accepted Documents”**



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Unassigned Documents

- You will receive a warning message if you previously selected documents, but did not assign them. If you wish to assign these documents, you may do so at this time.
- If the document is not applicable to the job to which you are applying, you are not required to assign it.

Unassigned Documents

There are unassigned documents found in your application.

Any available documents that are not assigned to an Accepted Document type will **NOT** be submitted as part of your application.

Unassigned Documents

214s

Civil Service Preference Letter

SF-15

GS-13 WGI SF50



Review and Submit Your Application

Review & Submit

Please verify each section of your application is complete and correct. You may review and change your information before submitting.

Status	Section
✓	Application ▾
✓	Assessment ▾
✓	Documents ▾

* ☐ I acknowledge that all of the supporting documents I want to submit with this application have been assigned to an Accepted Document type on the Documents page.

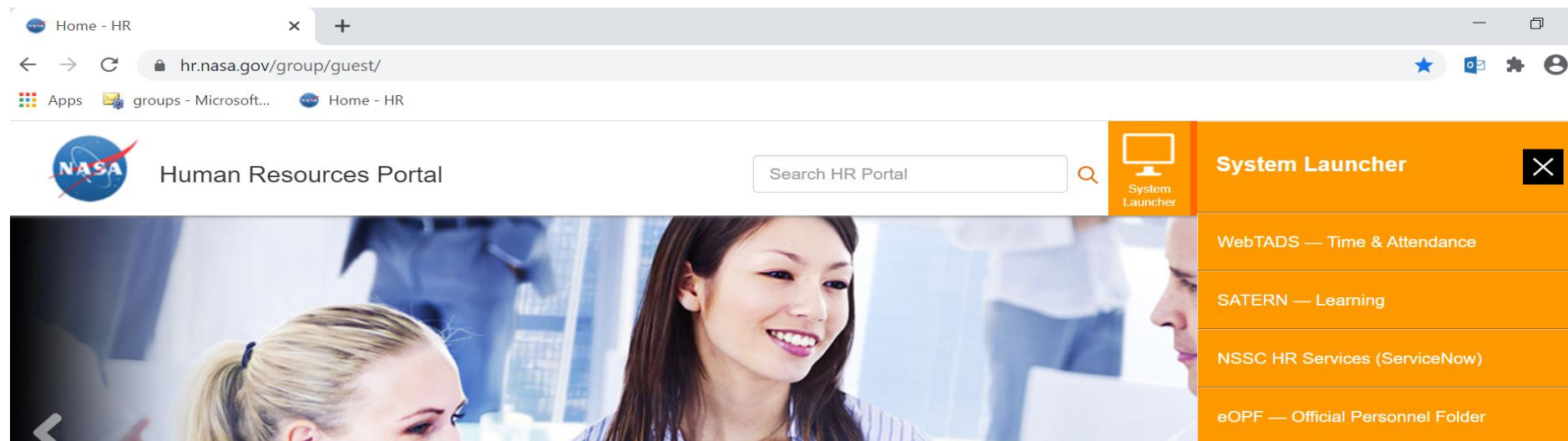
Submit Application

- You will have the chance to review your application, assessment, and documents again
- Click on the acknowledgement box and “**Submit Application**”
- You have now finished the preliminary application process. You will receive additional email correspondence if there are additional steps in the application process

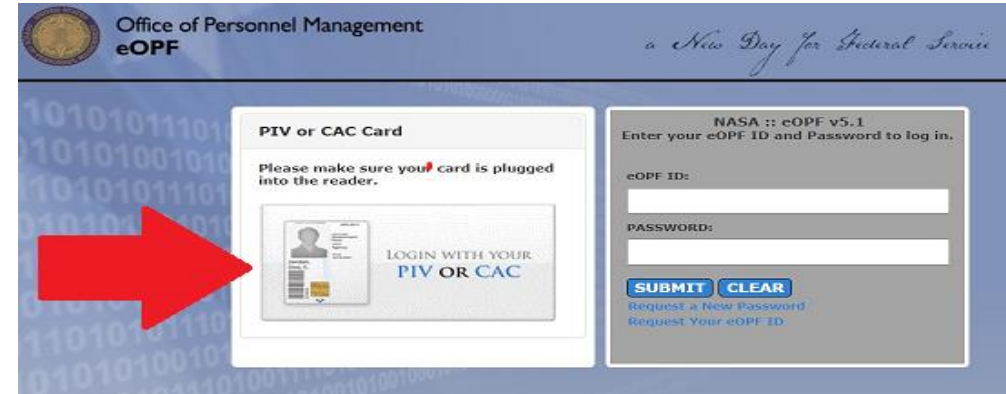


Retrieving Documents from eOPF

1. Open HR Portal at <https://hr.nasa.gov/>
2. Click on System Launcher
3. Click on eOPF



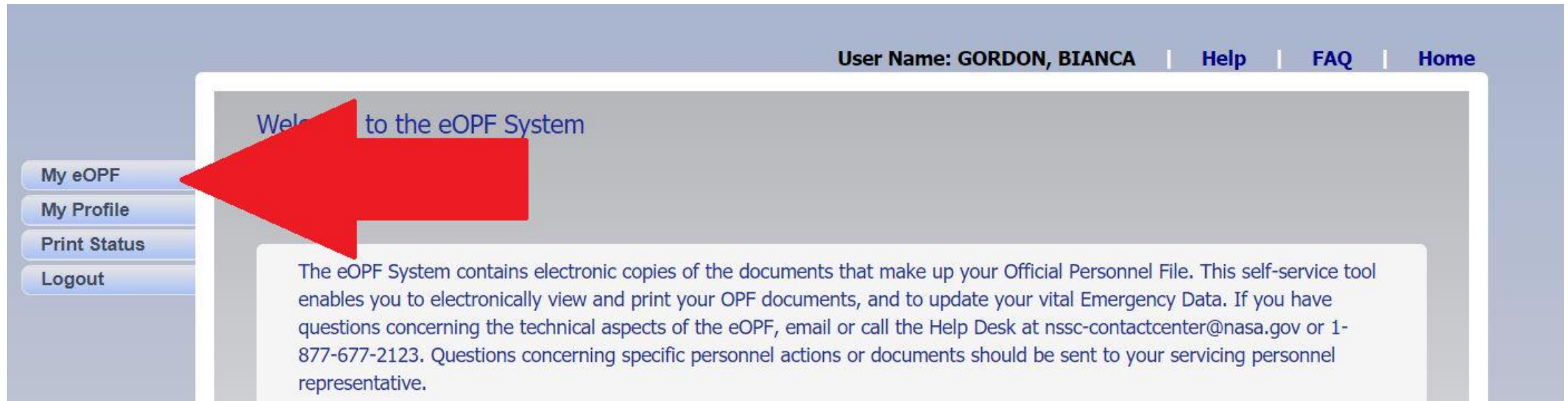
Retrieving Documents from eOPF



- If you have not previously registered your PIV card (your badge), you will need to sign in with your credentials
- If you have forgotten your login and/or password, you will need to request your eOPF Login and/or password
- Once you log in, you will be able to retrieve your latest SF-50, transcripts, etc.



Retrieving Documents from eOPF



- To view/retrieve your eOPF documents, click on My eOPF



Retrieving Documents from eOPF

- The easiest way to obtain your most recent Non-Award SF-50 is to view your documents
- You may have to navigate through several pages depending on how many other documents you have

Latest Eff. Date	PO ID	Org Code	Activity Code	Open	CI
09/13/2020	3000	NN7600BAC00	0		

173 document(s) returned.

K < 1 2 3 4 5 6 7 8 9 10 ... > X Page: 1 of 18 Go

Form Number	Effective Date	Form Description	Type	NOA Code 1	Side
DG 63	09/13/2020	TSP DOCUMENT IN LIEU OF OFFICIAL FORM PRODUCED BY AN AUTOMATED SYSTEM, E.G. MY PAY, EMPLOYEE EXPRESS, ETC.	BENEFITS		Permanent
DG 83	09/12/2020	TSP ROTH DOCUMENT IN LIEU OF OFFICIAL FORM PRODUCED BY AN AUTOMATED SYSTEM, E.G. MY PAY, EMPLOYEE EXPRESS, ETC.	BENEFITS		Permanent
DG 63	08/30/2020	TSP DOCUMENT IN LIEU OF OFFICIAL FORM PRODUCED BY AN AUTOMATED SYSTEM, E.G. MY PAY, EMPLOYEE EXPRESS, ETC.	BENEFITS		Permanent
SF 50		NOTICE OF PERSONNEL ACTION	CAREER APPT	100	Permanent
SE 2810	08/18/2020	NOTICE OF CHANGE IN HEALTH BENEFITS	BENEFITS		Permanent

Retrieving Documents from eOPF – “My eOPF Search”



My eOPF: **My eOPF Search** My eOPF Print Folder My eOPF Print Status

Show All Docs Cancel

Latest Eff. Date	PO ID	Org Code	Activity Code	Open	Clip Folder	Emergency Data	Show All Docs
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- The other way to obtain documents is to use the “**My eOPF Search**” function

- Click on the “**Form**” dropdown menu
- Choose the document(s) you wish to select
- Click “**Search**”

My eOPF **My eOPF Search** My eOPF Print Folder My eOPF Print Status

Search My eOPF:

Search Clear

Form ☐ Common Forms ☒ All Forms ☐ Agency Forms

DG 05:::SCHOOL TRANSCRIPTS

Type All

Folder Sides ☐ Select All


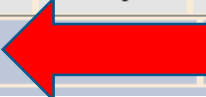
☐ Temporary ☐ Permanent ☐ Cancellation

Create Date Start Effective Date End Effective Date

Search Clear

Retrieving Documents from eOPF



Form Number	Effective Date	Form Description	Type	NOA Code 1	Side	Create Date	View	Add to Clip	Instr Page
DG 05	12/24/2005	SCHOOL TRANSCRIPTS	EMPLOYEE		Permanent	05/29/2015			

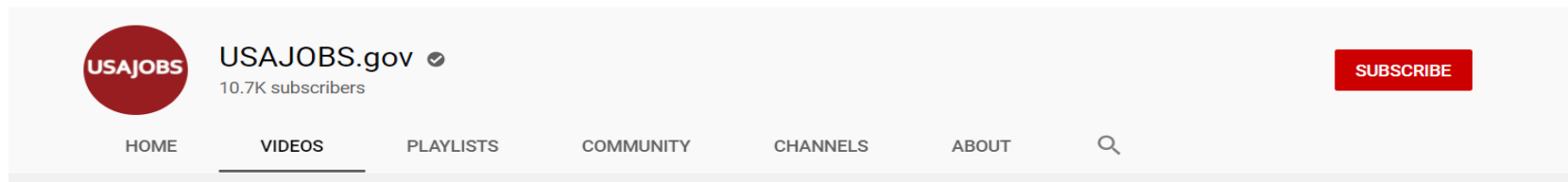
- You may then **View** the document
- Once opened, **Save** the document
- Repeat, as necessary, until you have downloaded all documents you wish to upload to your USAJobs Account



Useful Links

- How to Apply for Federal Jobs - <https://www.youtube.com/watch?v=Gih8-cwTCQU>
- Resume Writing - <https://www.youtube.com/watch?v=8YX7o1PBoFk>
- USAJobs YouTube Channel - <https://www.youtube.com/c/usajobs/videos>

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Questions





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